



STATE OF ILLINOIS
Executive Ethics Commission
401 S. Spring
William Stratton Building Room 513
Springfield, IL 62706

<http://work.illinois.gov>

Invites applications for the position of:

TEMPORARY PART-TIME OFFICE ASSISTANT

An Equal Opportunity Employer

BID ID #: 00000-266

JOB TYPE: Exempt

NUMBER OF VACANCIES: 1

PLAN/BU:

SALARY

\$10.00 /Hour

OPENING DATE: 03/12/15

CLOSING DATE: 03/20/15 04:30 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

"The Executive Ethics Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity." This position will be responsible for supporting the receipt, scanning, and organizing of filed Supplemental Statements of Interests. This position provides a variety of complex, specialized clerical office support functions including assisting the Information Technology office with troubleshooting and IT support for staff of the Executive Ethics Commission and the Chief Procurement Offices. Additionally, this position applies agency policy and procedure for the review and formatting of requested documents and the compilation of data for various reports.

MINIMUM REQUIREMENTS

- High school diploma or demonstrated knowledge, skill, mental development and equivalent experience to four years of high school
- Prior administrative experience in a public or private organization
- Ability to balance multiple concurrent priorities
- Strong organizational skills
- Demonstrated knowledge of Microsoft Office Suite including Word and Outlook, and limited knowledge of Access and Excel
- Ability to operate a personal computer, printer, scanner, and related equipment
- Ability to provide support with both compliance and service in mind

WORK HOURS & LOCATION/AGENCY CONTACT

This is a temporary part-time position

Work hours: Up to 25 hours per week during normal business hours

This position is a temporary part-time position, and is not administered by Central Management Services. This position is not eligible to receive paid State of Illinois benefits.

The anticipated start date for this position is April 1, 2015 and the expected end date is May 31, 2015. The duties of this position are performed in an office setting and typically include sitting for extended periods of time, and using personal computer, scanner, photocopier, and telephone.

Work Location:
Illinois Executive Ethics Commission
401 South Spring Street
William Stratton Building
Springfield, Illinois 62706

Work Contact:
Rebecca Shuster
Executive Ethics Commission
401 South Spring Street
William Stratton Building, Room 515
Springfield, Illinois 62706

HOW TO APPLY

Please visit www.illinois.gov/eec to access a blank Executive Ethics Commission application for employment form.

Please submit completed and signed application to the address above by 4:30pm on Friday, March 20, 2015.

Applicants may also submit a completed and signed application via email to Rebecca.Shuster@illinois.gov by 4:30pm on Friday, March 20, 2015.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

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Job #00000-266

TEMPORARY PART-TIME OFFICE ASSISTANT

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